

Personnel

Education and Training
Programs

Nonlocal Training

POLICY:

- .01 The Laboratory may pay travel, course fees, and/or other allowable costs incurred by employees who travel for short-term job-required or job-related training when such training is deemed to be in the best interest of the Laboratory and when equivalent opportunities are not available through in-house or local training. The Laboratory may pay costs incurred by Laboratory Associates and non-Laboratory personnel, such as Affiliates and contract workers, only when the nonlocal training is job-required.

DEFINITION:

- .02 Nonlocal training is training that is conducted off Laboratory premises, that is not in-house training, and that requires the employee to be in travel status to attend. Nonlocal training implies a course of study formally planned to meet a specific need or to change performance. Course content and materials designed to achieve stated learning objectives, trainee participation, and a plan of instruction are characteristics frequently associated with formal training and education. Nonlocal training must meet the same criteria as in-house training and conform to training standards as specified in the Laboratory Training Manual and Training Procedures. See [AM 402](#).

PROCEDURE:**Reimbursement**

- .03 The individual submits a travel request for group- and division-level manager approval, if required. The Travel Group (FIN-8) provides an advance check to cover course fees. All other costs of training and travel are reimbursed according to Laboratory travel policy. (See [Travel Home Page](#).)

Time Reporting

- .04 Time spent participating in nonlocal training and the associated travel is considered work time as specified in [AM 401](#), and [AM 304](#).

Employee Development

- .05 The employee submits verifiable documentation of

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System

course content to the line manager or Training Coordinator (TC), who then ensures that all nonlocal training is entered into the Employee Development System (EDS) on the Labwide System Support.

Other Documentation

.06

The line manager or TC ensures that paper documentation of nonlocal training is placed in the individual's training file. The course file should also be maintained according to Laboratory training procedures.